



Emergency Contact Update Form for Active Employees*

Please print clearly!

Oracle Employee Number _____

Employee Name: _____

Department Name: _____

Phone number if OHR has questions for you: _____

Primary Emergency Contact Name: _____

Phone:

Home: _____ Work: _____ Mobile: _____

Contact Type:

- ☐ Aunt ☐ Brother ☐ Child ☐ Domestic Partner ☐ Domestic Partner Child ☐ Father ☐ Friend
☐ Grandparent ☐ Nephew ☐ Niece ☐ Other ☐ Parent ☐ Sister ☐ Spouse ☐ Step Child ☐ Uncle

Alternate Emergency Contact Name: _____

Phone:

Home: _____ Work: _____ Mobile: _____

Contact Type:

- ☐ Aunt ☐ Brother ☐ Child ☐ Domestic Partner ☐ Domestic Partner Child ☐ Father ☐ Friend
☐ Grandparent ☐ Nephew ☐ Niece ☐ Other ☐ Parent ☐ Sister ☐ Spouse ☐ Step Child ☐ Uncle

Employee Signature: _____ Date: _____

Instructions

1. *Employees with Single Sign On:

- A. You may review and update your emergency contacts online using Oracle Employee Self Service (ESS). Go to <http://eportal.montgomerycountymd.gov> and log in.
- B. Click **MCG HR Employee Self Service**.
- C. Click **Emergency Contact**.
- D. A job aid has been created to assist you in updating your emergency contacts. Go to <http://www.montgomerycountymd.gov/ohr/record/record.html>, and select **Emergency Contact User Guide**.

2. Employees without Single Sign On:

- A. You cannot view your emergency contacts electronically.
- B. To update your emergency contacts, submit this form. Send the completed and signed form as an email attachment to records.ohr@montgomerycountymd.gov; in inter-office mail to OHR Records Management, EOB 12th Floor; or fax to 240-777-5130.